



KENTUCKY EMERGENCY RESPONSE COMMISSION

BIMONTHLY
NEWSLETTER

ISSUE 9
OCTOBER 2020

Notes from the 2020 KERC Meetings

- Deadline for Tier II Distribution has been extended due to COVID-19
 - * **October 28, 2020: LEPC Tier II Funds Distribution**
 - * For all LEPC requirements by date, please see the LEPC Documentation Calendar on page 2 of this newsletter
- May 21, 2020 KERC meeting
 - * The KERC approved the purchase of video teleconference (VTC) software for use by LEPCs and has been added to the Approved Expenditures list. LEPCs are authorized to conduct VTC meetings. **NOTE:** Written minutes are required for VTC meetings as well as in-person meetings and must be submitted to SharePoint
- July 15, 2020 KERC meeting
 - * The KERC approved to allow LEPCs to reallocate their remaining 2020 funds to their 2021 budget cycle
- September 23, 2020 KERC meeting
 - * Chair Dossett is issuing an Administrative Order to extend the facility response plans to June 1, 2021 with the Tier II Program Planning Module being inactive and the ongoing pandemic response
 - * Responsibilities of the LEPC and Tier II Program Manager trainings were conducted by KYEM staff on September 3, 10, 17, and 22, 2020

KERC Meeting Minutes: To request a copy of KERC meeting minutes, email Russell Cole at russell.cole11.nfg@mail.mil. Minutes must be approved by the KERC before release.



Upcoming KERC Meeting Dates

Wednesday, November 18, 2020 @ 10:00am

Due to considerations for the COVID-19 pandemic the KERC meeting will be held in a virtual Zoom format.

2021 KERC Meeting Dates

- January 20, 2021
- March 17, 2021
- May 19, 2021
- July 21, 2021
- September 22, 2021
- November 17, 2021

KERC Contacts:

Russell Cole
KERC Program Manager
502-607-1395
russell.cole11.nfg@mail.mil

Connie Estill
LEPC Program Coordinator
502-607-5732
connie.g.estill.nfg@mail.mil

Tiffany Sizemore
EHS Planner / Tier II Manager
502-607-5770
tiffany.sizemore@ky-em.org

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LEPC Documentation Calendar:

January

- Upload documentation of expenditures, bank statements, and update the LEPC Bank Ledger in the WebEOC LEPC Dashboard at least quarterly. Invoices and receipts should be uploaded with bank statements for the timeframe the money was spent. All bank statements should be uploaded individually. The final due date for submissions of documents from the final quarter of the preceding year shall be no later than January 31

****Note:** LEPCs must meet at least twice per year (once if no EHS in the planning district) and upload meeting minutes to the WebEOC LEPC Dashboard within thirty (30) days of the meeting, including video teleconference (VTC) meetings

February

- No later than February 28, fill out the LEPC Grant Application in the WebEOC LEPC Dashboard. Print, sign, and upload the application

March

- Facilities must submit by March 1: 1) Their annual Tier II Reports; AND 2) A Facility Annual Certification Letter (FACL)

****Note:** The FACL must state: 1) There are no changes to the EHS Plan; OR 2) The EHS Plan has been revised and the revisions are included with the FACL

April

- **EXTENDED TO September 28, 2020** No later than April 1, review the EHS Facility Emergency Response Plans and fill out an Annual Certification Letter (ACL) in the WebEOC LEPC Dashboard stating: 1) There were no changes; OR 2) The plan has been revised and revisions are included with the ACL

May

- **EXTENDED TO July 30, 2020** No later than May 31, the KERC will email the Eligible / Ineligible letter to LEPC

June

- **EXTENDED TO SEPTEMBER 28, 2020** No later than June 30, fill out the LEPC Detailed Budget in the WebEOC LEPC Dashboard identifying how the funds requested on the LEPC Grant Application are to be spent

June-July

- The KERC Fee Account Grant Fund Contract will be emailed to all eligible LEPCs. Print, sign in blue ink required pages, and mail the contract to the LEPC Program Coordinator

July

- **EXTENDED TO OCTOBER 28, 2020** No later than July 30, the KERC will distribute KERC Fee Account Grant awards

November

- No later than November 30, publish public information on committee activities entitled "Public (Legal) Notice Advertisement"
- No later than November 30, in the WebEOC LEPC Dashboard, update the LEPC Membership List and LEPC Membership Cover Page. Name, agency, email address, phone number, and LEPC role should be entered for all members
- No later than November 30, in the WebEOC LEPC Dashboard, upload the LEPC Bylaws, with certification stating: 1) There were no changes; OR 2) The LEPC Bylaws have been revised and the revisions are included. Bylaws or certification must be signed and dated by the Chair of the LEPC each year
- No later than November 30, in the WebEOC LEPC Dashboard, update the LEPC Personal Property Inventory for all items valued over \$500

December

- No later than December 31, in the WebEOC LEPC Dashboard, upload a photocopy of the "Public (Legal) Notice Advertisement" published or "Affidavit of Publishing." The name and the date of the newspaper must be clearly shown

June 2021

- EHS Facility Response Plans due in Tier II Manager